SCHOOL OF
WORKFORCE &
CONTINUING EDUCATION

Your Success Happens Here!

950 Main St,
Hartford, CT 06103

www.capitalcc.edu | 860-906-5130 | Spring 2015
WELCOME to Capital Community College, School of Workforce & Continuing Education. I am thrilled to present the 2015 Spring Course Catalog filled with unique and diverse offerings for adult learners from across our region.

Our team has been working hard to craft an exceptional selection of classes to meet the needs of our evolving workforce and business community.

We are so very proud of our rich history as a center for learning and improvement. The diversity inside and outside our urban campus makes us a unique destination, where real life experience fosters innovative ideas, personal growth and academic success.

In this catalog, you will find information about our sought-after certificate programs, as well as learn more about our Professional Development Center, Multicultural Learning Center and the Capital Arts & Music Center.

We believe we have something for everyone. So come on out and join us in our Capital City to expand your knowledge and enrich your mind. Your success happens here!

Sincerely,
Linda Guzzo, Ed.D.
Dean, Workforce & Continuing Education

5 EASY WAYS TO REGISTER

By Phone (860) 906-5130
Mon.-Fri 9 a.m. to 4 p.m. Mastercard, Visa, or Company PO

By Fax (860) 906-5110
ATTN: Damaris Torres

By Mail
Continuing Education
Capital Community College
950 Main Street
Hartford, CT 06103

Online http://my.commnet.edu
Master Card or Visa accepted (Returning students only)

TABLE OF CONTENTS

Career Training Center 2-9
Certificate Programs in Healthcare 2-5
Certificate Programs in Business 6-7
Certificate Programs in Food Service 8
SNAP-ET/WIA Training Information 8
LEARN to EARN Programs 9

Professional Development Center 10-19
MBA Bootcamp 12
Computer & Technology Classes 14-17
Capital on the Road 15
Social Media Classes 17
Night Classes 18-19

Multicultural Learning Center 20-21

Capital Arts & Music Center 22-23
Private Lessons 21, 22
Concerts@Capital 23
Online Learning@Capital 24
On-Campus Resources 25
Financial Literacy Program 26
Registration Form (English) 27
Registration Form (Spanish) 28
Our Downtown Setting 29

Information Center 30-32
Contact Directory 33
Welcome to the Career Training Center at Capital Community College. We have assembled a dynamic array of training programs in health care, construction, administration and sustainable food, among others. We are eager to help develop your knowledge and skills, preparing you for some of the most sought-after careers in Connecticut. Led by subject matter experts, our certificate programs provide real-life experiences, along with essential academic lessons.

CCC GETS YOU CAREER READY
Beginning in Spring 2015, our certificate programs have been enhanced to provide you with better preparation for the world of work and how to make a successful transition from training to career. These enhancements include additional learning sessions dedicated to:

NAVIGATING THE WORKPLACE
- Business math and writing review
- Problem solving
- Decision making
- Time management
- Professional presentation
- Computer literacy

TRANSITIONING FROM TRAINING TO CAREER
- Job search strategies
- Resume writing
- Interviewing techniques
- Financial literacy

NOTE: Background checks are required for most allied health positions. Students with felony convictions may have difficulty obtaining employment in these fields.

CERTIFICATE PROGRAMS IN HEALTHCARE

ECG/EKG Technician*
Are you interested in working in an acute healthcare setting? Do you think you would enjoy collecting valuable health data? New this spring, Capital Community College is offering a certificate training program to prepare you as an entry level Electrocardiogram (ECG/EKG) Technician.

This course is recommended for students considering employment in the acute care/outpatient healthcare setting or those currently employed in healthcare looking to enhance their career mobility or further knowledge in this field. This course is also appropriate for current ECG technicians seeking certification in this field.

Students will learn key customer service concepts, basic anatomy and physiology of the cardiovascular system and straight and 12-lead ECG rhythm strips to explore real life scenarios in classroom and clinical learning environments.

Course topics include basic healthcare customer service and safety maxims, an introduction to cardiac anatomy, physiology and electrophysiology, calculating heart rate, identifying sinus, atrial, AV junction, ventricular and AV block rhythms and 12-lead ECG interpretation including myocardial infarction.

This course requires the use of current ECG equipment in the skills lab and clinical practicum environments. Textbook, BLS for Healthcare Providers and a national certification test are included in the course cost.

Course Code: HMED 5385-1874 • $989 (includes textbook)
Dates: Mondays, Feb. 9-June 22, 2015 (No class May 25)
Mandatory information session required. (Jan. 13 or 15, 6 to 9 p.m.)
Time: 6 to 9 p.m.  |  Room: 820
Instructor: Bruce Hoffman, MSN-sED, BSN-RN, NREMT-P, CT
EMS-I and team

* SNAP-ET scholarships available. See page 8 for details.
## Nurse Aide Certification (CNA)*

Interested in entering the healthcare field? A career as a certified nurse aide is a great place to start! Certified nurse aides (CNAs) are valuable members of the healthcare team who provide basic nursing care in a variety of settings. Capital Community College is licensed by the CT Department of Public Health to present our 147-hour part-time course. Classroom and skills laboratory instruction are held at the College. Clinical experience is held at area skilled nursing facilities. Instructors are registered nurses with experience in teaching and care of elderly residents.

The course is offered in two formats: an 8-week weekday course or an 11-week evening/weekend course. State competency testing is included at the end of the course.

Participants in the CNA program must be 17 years of age or older, take assessment tests for reading and math, and provide a physical exam including TB screening. Individuals with college experience may request the assessment tests be waived. Textbook is included in the course cost. The following required items are not included in tuition: uniform, travel expense to clinical, physical exam, and CT Nurse Registry application fee.

Call our information center at (860) 906-5130 to schedule testing. A class schedule outlining the exact times and days for the lectures, labs and clinical training will be provided.

<table>
<thead>
<tr>
<th>Course Code: HMED 5023-1970 • Cost: $1,219</th>
<th>Dates: Monday-Friday, Jan. 14-March 13, 2015</th>
<th>Times: 9:30 a.m. to 12:30 p.m. (Lecture) 8 a.m. to 2 p.m. (Clinical), 8:30 a.m. to 2:30 p.m. (Skills Lab)</th>
<th>Rooms: 317 (Lecture), 820 (Lab) and local skilled nursing facility (Clinical)</th>
<th>Instructor: Marvia McDonald-Dias, BSN, RN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Code: HMED 5023-1978 • Cost: $1,219</td>
<td>Dates: Wednesday-Saturday, Jan. 21-April 16, 2015</td>
<td>Time: Wed, Thurs, Fri, 5:15 to 8 p.m. (Lecture) W, T, 5 to 10 p.m. and Sat, 8 a.m. to 2 p.m. (Clinical)</td>
<td>Rooms: 317 (Lecture), 820 (Lab) and local skilled nursing facility (Clinical)</td>
<td>Instructor: Gina Bailey, J.D., RN</td>
</tr>
<tr>
<td>Course Code: HMED 5023-1983 • $1,219</td>
<td>Dates: Monday-Friday, March 11-May 6, 2015</td>
<td>Time: 9:30 a.m. to 12:30 p.m. (Lecture) 8:30 a.m. to 2:30 p.m. (Skills Lab), 8 a.m. to 2 p.m. (Clinical)</td>
<td>Rooms: 317 (Lecture), 820 (Lab) and local skilled nursing facility (Clinical)</td>
<td>Instructor: Kareen Ambroise, RN</td>
</tr>
<tr>
<td>Course Code: HMED 5023-1987 • $1,219</td>
<td>Dates: Monday-Friday, May 6-July 1, 2015</td>
<td>Time: 9:30 a.m. to 12:30 p.m. (Lecture) 8:30 a.m. to 2:30 p.m. (Skills Lab), 8 a.m. to 2 p.m. (Clinical)</td>
<td>Rooms: 317 (Lecture), 820 (Lab) and local skilled nursing facility (Clinical)</td>
<td>Instructor: Marvia McDonald-Dias, BSN, RN</td>
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</tbody>
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## CNA Refresher*

Need to brush up on your CNA skills? Has your certification lapsed? Do you need to retake the CNA competency examination? Take our 39-hour, 13-day refresher course designed to help you get up to speed on the basics. Our instructors are RN’s who review principles of care, lab skills and test taking strategies.

| Course Code: HMED 5166-1995 • $399 (textbook included) | Dates: Six Thursdays & Seven Fridays, Feb. 6-March 20, 2015 | Time: 5 to 8 p.m. | Room: 820 | Instructor: Jill Gauthier, BA, RN |
| Course Code: HMED 5166-1997 • $399 (textbook included) | Dates: Six Thursdays & Seven Fridays, April 10-May 22, 2015 | Time: 5 to 8 p.m. | Room: 820 | Instructor: Jill Gauthier, BA, RN |

## Patient Care Technician (PCT)*

Become an integral part of the health care team with a PCT certificate. Our 90-hour course will build upon your CNA knowledge and skills. We will teach advanced patient care skills, HIPPA compliance, basic life support for healthcare providers, introduction to ECG and pulse oximetry, cultural diversity in healthcare and introduction to health careers and education pathways.

| Course Code: HMED 5228-1993 • $999 | Dates: Tuesdays & Thursdays, Jan. 20-June 2, 2015 | Time: 5:30 to 8 p.m. | Room: 318 | Instructor: Bruce Hoffman, MSN-sED, BSN-RN, NREMT-P, CT EMS I and team |
| Course Code: HMED 5228-1991 • $999 | Dates: Wednesday & Fridays, Jan. 21-June 3, 2015 | Time: 5:30 to 8 p.m. | Room: 820 | Instructor: Kathie Larke, MSN, MA, RN-BC and team |

* SNAP-ET scholarships available. See page 8 for details.

“I would recommend this course to anyone who would like to become a CNA. It was an awesome learning experience. We were taught great skills that can be used in the future.”

Alysa Yard
CNA Student, Fall 2014
BLS: Basic Life Support (CPR, AED) for Healthcare Providers
This course is designed to provide healthcare professionals the ability to recognize several life-threatening emergencies, provide CPR, use an AED, and relieve choking in a safe, timely and effective manner. The course is intended for healthcare providers, such as EMS personnel, nurses, respiratory therapists, physician assistants and others who must have a credential (card) documenting successful completion of a CPR course.

Course content includes Basic Life Support (CPR, AED) for Healthcare Providers, adult and pediatric CPR, foreign-body airway obstruction and use of automated external defibrillation with CPR. A student manual is included in the course cost.

Course Code: HMED 5245-1972 • $95
Date: Monday, February 23, 2015
Time: 9 a.m. to 1:30 p.m. | Room 301
Instructor: Kathie Larke, MSN, MA, RN-BC

Course Code: HMED 5245-1973 • $95
Date: Tuesday, March 24, 2015
Time: 5 to 9:30 p.m. | Room 301
Instructor: Gina Bailey, JD, RN

Course Code: HMED 5245-1974 • $95
Date: Wednesday, April 22, 2015
Time: 5 to 9:30 p.m. | Room 301
Instructor: Gina Bailey, JD, RN

Course Code: HMED 5245-1975 • $95
Date: Thursday, May 14, 2015
Time: 9 a.m. to 1:30 p.m. | Room 301
Instructor: Kathie Larke, MSN, MA, RN-BC

Emergency Medical Technician – Basic (EMT-B)*
Emergency Medical Technicians (EMT) often make the difference between life and death by providing care to ill and injured individuals in critical times. EMTs work in a variety of environments including ambulances and hospital emergency departments. This course, in cooperation with the Office of Emergency Medical Services and CT Department of Public Health, will prepare you to take the state exam as an Emergency Medical Technician – Basic (EMT-B). Highlights of this course include lectures, guest presentations, demonstrations, emergency room observations, and hands-on experience. Featured topics include airways, patient assessment, OB-GYN, trauma, infants and children, and EMT operations.

This course fee does not include the National Registry EMT psychomotor exam fee of $150, and the National Registry didactic exam fee of $70. EMT-Basic Certification is required for admission into the EMT-Paramedic Certificate and Associate’s Degree programs at Capital CC and other institutions. Students will need to purchase books, medical kit and watch with the seconds hand, and pay for a background check.

Prerequisite: Participants must have a high school diploma or GED, and pass background check.

Course Code: HMED 5207 • Cost $1,099
Classes start Feb. 16, 2015
Please contact Odile Dilone at (860) 906-5141 for info.

Our EMT-B program is run in collaboration with Hartford Hospital.

Pharmacy Technician*
The need for quality pharmacy technicians is on the rise nationally and in Connecticut. Designed in partnership with the Connecticut Pharmacists Association, this comprehensive program will prepare you for an entry-level position in community, hospital, or long-term care settings. Course highlights include medical terminology, reading and interpreting prescriptions, and defining drugs by generic and brand names. Learn dosage calculations and dose conversion, dispensing of prescriptions, control, billing, and insurance reimbursement. You will also be prepared for the Pharmacy Technician Certification Board (PTCB) national certification exam, which is a separate cost of $129. Those with a felony conviction will not be able to take the certification exam.

Prerequisites: Participants must have a high school diploma or GED, and computer keyboarding skills.

Course Code: HMED 5356-1963 • Cost $949
Dates: Mondays & Wednesdays, Feb. 9-May 12, 2015
Time: 5 to 8 p.m. | Room 317 | Instructor: Karen Hoang

Course Code: HMED 5356-1964 • Cost: $949
Dates: Tuesdays & Thursdays, Feb. 17-May 12, 2015
Time: 5 to 8 p.m. | Room: 317 | Instructor: Karen Hoang

* SNAP-ET scholarships available. See page 8 for details.
Community Health Navigator*

In today’s changing world of healthcare, Community Health Navigators have greater and more important roles in reducing health disparities and improving treatment. This course will cover the role of the Community Health Navigator, health screening and diagnostic processes, patient education, professional conduct, person-centered care, and effective communication skills. You will learn how to link health provider, financial assistance, and insurance services for patients so they can manage their health issues and remain in their homes and community.

Prerequisites: Participants must have a high school diploma or GED.

Course Code: HMED 5372-2025 • Cost $799
Dates: Saturdays, Jan. 31-May 30, 2015
(No class March 14, April 4, May 23)
Time: 9 a.m. to 3 p.m. | Room 301
Instructor: TBA

“The SNAP program was a great help in getting me started in my nursing career. There are people just like myself who have had a financial setback and find it difficult to get the necessary funds for education. The SNAP program was in place at the right time for me.”

Pamela C.

Personal Care Assistant (PCA)*

Personal Care Assistants (PCAs) have held 767,000 of the jobs in the United States. This total is expected to grow by 46% by 2018 based on U.S. Department of Labor employment projections. PCAs are and will continue to be in high demand as the population continues to age and individuals transition from long-term care facilities to homecare. In addition, earlier hospital discharges and the need to care for veterans returning from service will further increase the demand for trained PCAs. The training was developed in consultation with a variety of state and non-profit entities, along with patients and their families. This course will cover topics including the role of the personal care assistant, care of elderly and disabled individuals, proper body mechanics, nutrition, infection control, vital signs, fall prevention, safe wheelchair use, cultural competency, respect, communication, CPR and First Aid Certification, and specific diseases. The program will also cover the social service aspects of a PCA’s responsibilities. Guest presenters include family and patients currently employing PCAs, as well as non-profit agency representatives whose constituents’ needs may be met by trained PCAs.

Prerequisite: Participants must have a high school diploma or GED.

Course Code: HMED 5366-1966 • $799
Dates: Mondays & Wednesdays, Feb. 9-May 27, 2015
(No class May 25)
Time: 5 to 8 p.m. | Room 318
Instructor: Patricia Corcoran

Administrative Medical Assistant*

You will be prepared to perform administrative tasks in a medical office or facility. You will learn how to greet patients, answer the phone, schedule appointments and surgeries, update medical records, and process medical correspondence. You will also learn how to determine insurance coverage and gain extensive insight on accounting, filing procedures and customer service. The training will highlight government regulations including HIPPA, OSHA, DEA and CLIA. This course will prepare you for the Certified Medical Administrative Assistant (CMAA) exam, which is a separate cost.

Prerequisites: You must have a high school diploma or GED, computer keyboarding skills, and a command of the MS Office Suite.

Course Code: HMED 5333-1959 • $899
Dates: Saturdays, Jan. 31-May 16, 2015
(No class March 14, April 4)
Time: 9 a.m. to 3 p.m. | Room 617
Instructor: Ann Patterson

Course Code: HMED 5333-1960 • $899
Dates: Monday & Wednesday, Feb. 9-May 6, 2015
Time: 5 to 8 p.m. | Room 617
(No class Feb. 25, March 25, & April 22)
Instructor: Ann Patterson

* SNAP-ET scholarships available. See page 8 for details.
CERTIFICATE PROGRAMS IN BUSINESS

Small Business Development*
Do you dream of owning your own business? Capital Community College has the small business start-up training you need to make it happen. A business leader who understands what it takes will guide you through the process. Course highlights include how to apply for financing, develop a marketing plan, prepare budget projections, write a business plan, understand government regulations and handle operations (human resources, accounting and bookkeeping).

Course Code: BIS 5000-1969 • Cost: $495
Dates: Mondays, Feb. 2-May 18, 2015
Time: 5 to 8 p.m. | Room: 301
Instructor: Odell Cooper

Social Services Assistant*
Social Services Assistants help social workers and healthcare workers provide services to individuals in their care. In this course, you will learn how to evaluate client needs, assist clients with obtaining services including welfare, Medicaid and food stamps, and techniques for providing person-centered support. Techniques for organizing and facilitating group activities and providing daily living skills to prepare individuals living in halfway and supportive housing will be discussed.

Course Code: AOP 5038-1967 • Cost: $799
Dates: Mondays & Wednesdays, Feb. 16-May 11, 2015
Time: 9:30 a.m. to 12:30 p.m. | Room: 303
Instructor: Joette Johnson

Course Code: AOP 5038-1968 • Cost: $799
Dates: Mondays & Wednesdays, Feb. 16-May 11, 2015
Time: 5 to 8 p.m. | Room: 303
Instructor: Joette Johnson

Property Management (Residential)*
Well-managed property looks nice, operates smoothly, and preserves the resale value. In this course, you will learn fundamental financial management skills, gain an understanding of insurance, safety, security, and risk management issues to maintain and handle the logistics of running a property. The course will cover customer service and communication skills to work with tenants, community leaders, and boards.

Prerequisite: A high school diploma or GED is recommended.

Course Code: REAL 5524-2027 • Cost $799
Dates: Tuesdays & Thursdays, Feb. 17-May 12, 2015
Time: 5 to 8 p.m. | Room: 303
Instructor: TBA

Office Administrator*
Running a small to mid-sized office is rewarding work, especially if you have the right skills to manage effectively. In this course, you will be provided with the tools and strategies to help you manage day-to-day tasks with confidence, including projects, people and situations. You will be armed with time management and organizational skills so that you can build effective business relationships and exceed customer expectations. This course features MS Office basics, office organization, record keeping, report writing, customer service training, time management, math strategies and professional tips.

Prerequisite: You must have a high school diploma or GED, and computer keyboarding skills.

Course Code: AOP 5034-1961 • Cost: $799
Dates: Mondays & Wednesdays, Feb. 9-May 4, 2015
Time: 5 to 8 p.m. | Room: 616
Instructor: Bonnie Soucy

Course Code: AOP 5034-1999 • Cost: $799
Dates: Saturdays, Jan. 31-May 30, 2015
(No class March 14, April 4, May 23)
Time: 9 a.m. to 3 p.m. | Room: 616
Instructor: Bonnie Soucy

MS Office and Quickbooks*
Gain the software and bookkeeping skills necessary to thrive in an office environment. Through this program, you will learn how to use Microsoft Windows, Word, Excel, PowerPoint, Access, and Quickbooks. The course will highlight keyboarding fundamentals, MS Office in the workplace (basic and advanced), and Quickbooks Pro.

Prerequisites: You must have a high school diploma or GED, and computer keyboarding skills.

Course Code: COMP 7465-2026 • Cost $799
Dates: Saturdays, Jan. 31-May 30, 2015
(No class March 14, April 4, May 23)
Time: 9 a.m. to 3 p.m. | Room: 604
Instructor: TBA

* SNAP-ET scholarships available. See page 8 for details.
Human Resources Assistant*
Are you interested in exploring a new career or would you like to expand your knowledge of the world of HR? This program is designed to help develop the expertise, methods, and skills necessary to meet the challenges of today’s changing workplace and workforce. This highly interactive, business-focused, practitioner-driven course will offer real world examples and applications, as well as the chance to hear from HR experts. Topics include benefits, staffing management, compensation, performance management, employment law, and organizational and employee development.

Prerequisite: You must have a high school diploma or GED.

Course Code: HREL 5002-2024 • Cost $799
Dates: Tuesdays & Thursdays, Feb. 17-May 14, 2015
(No class Mar 24)
Time: 5 to 8 p.m. | Room: 301
Instructor: TBA

Mobile App Development Certificate
This certificate provides students the skills to develop mobile applications (apps) for Apple iOS and Android mobile platforms. For each mobile platform, students will learn the fundamentals of designing user interfaces, networking, messaging, data storage, and location-based services. Students will also learn the process for deploying apps to online app markets.

The certificate also includes classes in Java programming and web design, to provide students foundational programming and web design skills. The Introduction to Programming with Java course provides students a foundation to object-oriented programming, and prepares students for the Oracle Certified Associate, Java SE 7 Programmer certification.

Courses included in certificate training:
• Navigating the Workplace, Course # PRFD-G5589
• Introduction to Programming with Java, Course # COMP-G7504
• Designing Web Pages with HTML, CSS and JavaScript, Course # COMP-G7505
• Android Mobile App Development, Course # COMP-G7506
• Apple Mobile App Development, Course # COMP-G7507
• Transitioning from Training to Career, Course # PRFD-G5590

Prerequisite: Students must have basic coding knowledge.

Note: Partial funding for this program may be available to those who meet the criteria set forth by a grant funded by the U.S. Department of Labor’s Employment and Training Administration.

Course Codes: COMP G7527-2033 • Cost $1999
Dates: Mondays, Wednesdays & Saturdays
Jan 10-May 20, 2015
Time: Mon. & Wed. 6 to 9 p.m., Saturday, 8:30 a.m. to 12:30 p.m.
(No class March 14, 16 & 18; April 4)
Rooms: 308 & 613
Instructor: TBA

“I was provided with a once in a lifetime opportunity to do something most adults can’t say they experienced at a young age. I hope your program continues to help others who also have the dream of becoming a nurse one day.”

Chelsea Whitley

* SNAP-ET scholarships available. See page 8 for details.
CERTIFICATE PROGRAMS IN FOOD SERVICE

Culinary Arts and Food Service Safety*
Capital Community College and The Kitchen at Billings Forge, Hartford’s premier farm-to-table catering business and café, have partnered to provide culinary education which combines classroom instruction with on-site experiential learning. This certificate will enable individuals to enter the field of professional culinary arts. Topics include soups and sauces, bread baking, pastry arts, plating and presentation, culinary math, nutrition, global cuisines, microorganisms and allergens, and facilities management. Classroom sessions are conducted at Capital followed by practical learning at The Kitchen including knife skills, cooking methods, product identification, and proper food handling. The final exam for this course is the ServSafe® Food Handler’s exam, a widely recognized industry standard for food safety and a required certification for food service personnel. Supplies are included in the course cost.

Prerequisite: A high school diploma or GED recommended.

Course Code: FOOD 5140-1965 • Cost: $1,550
Dates: Tuesdays, Wednesdays & Saturdays, Feb. 11-April 25, 2015 (Schedule will be provided at first class)
Time: Tuesdays 5 to 6:30 p.m., Wednesdays 5 to 9 p.m., & Four Saturdays 9 a.m. to 3 p.m. | First Meeting: Room 604
Instructor: Various

Sharing the Benefits of CHWs
Students participating in the LEARN to EARN program recently had the chance to visit with a member of the U.S. Congress to discuss the importance of the Community Health Worker program. (Pictured left to right) Steven Naraine, CCC Job Developer, Northeast Resiliency Consortium; Jonathan Jenkins, Community Health Worker student; U.S. Rep. John Larson (D-CT); Dionne Kotey, Community Health Worker student, and Jo-Anne Leventhal, Continuing Education Program Coordinator, Northeast Resiliency Consortium

SNAP-ET & WIA Scholarships Available
TRAINING TO GET YOU ON THE JOB
Capital Community College can make your dreams possible through two scholarship programs available to qualified individuals.

If you currently receive SNAP-ET (food stamps) benefits, you may be eligible to receive a scholarship to participate in a certificate program offered at Capital. Classes for our training certificates are condensed, but filled with plenty of education — through instruction and hands-on training.

SNAP-ET eligible certificate programs available in Spring 2015 include:

- Administrative Medical Assistant
- Certified Nurse’s Aide
- CNA Refresher
- Community Health Navigator
- Culinary Arts & Food Service Safety
- ECG/EKG Technician
- Emergency Medical Technician
- Human Resources Assistant
- MS Office & Quickbooks
- Office Administrator
- Patient Care Technician
- Personal Care Assistant
- Pharmacy Technician
- Property Management (Residential)
- Small Business Development
- Social Services Assistant

Reach out to program coordinator Nurith Vidal at (860) 906-5029 to learn more about eligibility requirements and class offerings.

Workforce Investment Act (WIA) funds are available to those who qualify to cover tuition on a variety of class offerings. For more information on how to apply for the program, call CT Works at (860) 256-3675 or visit them at 3580 Main Street, Hartford. Program information is also available at www.ct.gov/dol.
LEARN to EARN

Programs Available for Veterans, Displaced Workers, Unemployed & Underemployed Individuals

Capital Community College’s Department of Labor grant program provides veterans, displaced workers (TAA-eligible), unemployed and underemployed individuals with the opportunity to advance their careers through programs designed with you in mind. Choose from an array of continuing education programs in the areas of IT, healthcare and environmental technologies. This program provides job placement assistance and internship opportunities.

Sustainable Food Service • $200*
Classes start February 9
You will learn everything you wanted to know about food in this program. You can participate in one of two tracks — an institutional food service track or an urban farming track. Both tracks provide hands-on learning.

- The **food service track** includes growing food and procurement methods, menu planning, quantity production and cost control, food delivery and production systems, kitchen layout and design, customer satisfaction and quality improvement, sanitation and safety, and the culinary arts of preparing and presenting delicious, nutritious meals. You will be prepped to take the ServSafe certification exam.

- The **local farming track** features all aspects of farming, including soil preparation, garden size determination, and types of crops, as well as developing a business in gardening. We will provide insight on how to get involved with a farmers market, marketing, and more.

Community Health Worker • $250*
Classes start February 2
Community Health Workers are becoming an essential part of the healthcare system. They help community members gain access to care, increase their knowledge, help prevent disease and improve health outcomes. In this program, you’ll learn about the role of the Community Health Worker, how to provide culturally appropriate health education and outreach, advocate for your clients and more.

Weatherization*
Classes start this spring
This training includes hands-on instruction in health and safety measures, safe work practices and instruction in theory, methods, techniques and tools for the installation of energy efficiency retrofits including the most commonly installed measures, attic insulation, sidewall insulation, air sealing/infiltration, basement/crawlspace ceiling insulation, pipe and duct insulation, storm windows/doors and primary windows/doors.

Health Information Technology*
Classes start this spring
The Healthcare IT industry is exploding with opportunities for skilled IT professionals. In this course, you will gain the knowledge and skills required to support the installation and maintenance of Electronic Health Record (EHR) systems in various clinical settings. Become familiar with configuring EHRs, working with Health IT systems, networking and health information exchange, and more.

“*The knowledge from this class, along with my personal education, has broadened my future in many ways.*”

Jonathan Jenkins
Community Health Worker Student

To find out about our LEARN to EARN program, reach out to Jo-Anne Leventhal at jleventhal@capitalcc.edu or (860) 906-5143. This workforce solution is funded through a grant awarded by the U.S. Department of Labor’s Employment and Training Administration.
Welcome to the Professional Development Center. You can find a little bit of everything in this continuing education center, designed for adult learners who want to brush up on a topic or develop new skills. Our classes range from leadership development to technology training, from branding and marketing to eating for a healthier you. Located right off the interstate highways, CCC boasts a small and easy to navigate setting in an 11-floor historic building.

Administrative Excellence Certificate
Today’s administrative professionals are vital to successful organizations. In demanding and rapidly changing business environments, the role and responsibilities of administrative professionals has expanded. Enhance your management and organizational skills. Class topics to be covered include customer service, public relations, project management, scheduling, effective business communication (written and verbal), and supervisory skills. Build on our current administrative skills and find your true professional voice in this interactive and engaging class. This is a 5-week course.

Course Code: PRFD 5566-1914 • Cost: $450
Dates: Five Mondays, March 16, 23, 30; April 6 & 13, 2015
Time: 9 a.m. to 4 p.m. | Room: 616
Instructor: Alice Turner

Breaking Down Generational Differences
From the GI generation to the XYZ generations, influences and differences are far reaching. More than ever, it is important to understand how and why behaviors are so varied among the generations. You will learn key influences and primary characteristics of each generation. Armed with this knowledge, you will be able to communicate more effectively in your personal and professional life. This class is ideal for anyone who wants to be a more thoughtful and relevant communicator.

Course Code: PRFD 5582-1930 • Cost: $90
Date: Tuesday, March 24, 2015
Time: 9 a.m. to 4 p.m. | Room: 307
Instructor: Kim Pita

Developing Emotional Intelligence
Emotional Intelligence (EI) is cutting edge knowledge that sets the savvy business professional apart from the rest. Skills will get you just so far. The real glass ceiling in leadership/career has more to do with a combination of emotional intelligence and attitude than any other factor. This is a 2-day class.

Course Code: COMM 5051-1915 • Cost: $180
Dates: Two Tuesdays, March 24 & 31, 2015
Time: 9 a.m. to 4 p.m. | Room: 318
Instructor: Mark Petruzzi

Collaborative Thinking: Drive Your Team to Better Success
Sometimes working together can be a frustrating, time consuming, and aggravating experience. Learn different ways to encourage collaboration during meetings, decision-making sessions, and other gatherings when a group is tasked with solving problems. Understand when to offer conflict resolution tactics and overcome barriers that may arise during the collaborative process. If your team needs a tune up, this class can help transform the way they work together.

Course Code: COMM 5019-1932 • Cost: $90
Date: Wednesday, April 22, 2015
Time: 9 a.m. to 4 p.m. | Room: 307
Instructor: Stanley Beckford

Discovering Your Passion
Do you feel you are living at half pace, doing a job that’s not quite you, or living a life that’s eating away at your spirit? If so, then this class is for you! Find out what you’re great at, what it takes to keep you moving forward, and exactly what you need to succeed. Discovering what you are passionate about will help you be more effective, more successful and much happier and give you the direction you need to incorporate them into your daily life.

Course Code: PRFD 5583-1933 • Cost: $90
Date: Wednesday, April 8, 2015
Time: 9 a.m. to 4 p.m. | Room: 318
Instructors: Kate Bolduc

Feeling Great at Work
Learn to navigate through tough situations, such as disagreements with co-workers, uncertainty about position, and anxiety in approaching leadership. Attitude can make or break a career, and it’s a fact that 85% of the workforce is unhappy in their current job. Events that cause stress and lead to poor job performance can be easily controlled. With the correct attitude, the path to greater success and job satisfaction are within reach. This is a 2-day class.

Course Code: PRFD 5554-1917 • Cost: $180
Dates: Two Tuesdays, April 7 & 14, 2015
Time: 9 a.m. to 4 p.m. | Room: 318
Instructor: Mark Petruzzi
**Finding the Right Organizational Fit for You**

What is the “perfect job?” Unfortunately, it doesn’t exist. This is not an alarmingly pessimistic point of view, but rather a real one. Every man and woman in the workforce has different strengths, weaknesses, opinions, personalities, and an unfathomable amount of other characteristics that, when combined and utilized, can help in the search for a position that is a good fit. When you focus on finding your job fit, success is almost guaranteed to follow.

**Course Code:** PRFD 5584-1935 • **Cost:** $90  
**Date:** Monday, March 16, 2015  
**Time:** 9 a.m. to 4 p.m.  
**Room:** 307  
**Instructor:** Kate Bolduc

**Fundamentals of Technical Writing**

Professionals who can write clearly and correctly are far more valuable to an organization than those whose business writing is filled with errors. This highly interactive course refreshes the knowledge of grammar, syntax, and punctuation. Learn the standard rules for proper usage and grammar and then work with seminar colleagues to apply the concepts to hands-on exercises.

**Course Code:** COMP 7491-1918 • **Cost:** $90  
**Date:** Monday, April 20, 2015  
**Time:** 9 a.m. to 4 p.m.  
**Room:** 616  
**Instructor:** Alice Turner

**Getting It “Write”**

Develop the skills to write clear and concise documents for results. Techniques to eliminate writer’s block and how to improve grammar, punctuation, proofreading, and editing skills will be covered. Lecture, hands-on writing practice, and online exercises will be used to produce professional high quality business letters, e-mails, and other documents. You will learn why writing shorter is better, the five-step writing process, as well as editing and proofreading techniques. We will also eliminate grammar and punctuation dilemmas. This is a 3-day class.

**Course Code:** COMM 5009-1919 • **Cost:** $270  
**Dates:** Three Fridays, May 1, 8 & 15, 2015  
**Time:** 9 a.m. to 4 p.m.  
**Room:** 616  
**Instructor:** Yasmin Shenoy

**How to Create Happy Employees**

Do you know how to motivate your employees? Have you taken time to really understand employee differences and preferences? Are you making meaningful and frequent connections with your staff? Positive employee relations are essential to success. Discover strategies to inspire, motivate and influence employees at every level. Learn about companies who have created powerful and effective employee relations programs to boost happiness, productivity, retention and profitability. This class is ideal for managers and small business owners.

**Course Code:** COMM 5021-1936 • **Cost:** $90  
**Date:** Tuesday, April 14, 2015  
**Time:** 9 a.m. to 4 p.m.  
**Room:** 307  
**Instructor:** Kim Pita

**Introduction to Business Analytics**

Organizations are relying on business analytics or the use of data, statistical and quantitative analysis, exploratory and predictive models, and fact-based management to make decisions and develop action plans. Day one will cover the foundation and business use as well as a working model of capacity planning. You will also learn the terms, techniques, and how business decisions are made with business analytics. Day two will cover the next level of analytics, including performance inaccuracies, data mining, click streams, data warehousing and big data. This is a 2-day course.

**Course Code:** BIS 5101-1920 • **Cost:** $180  
**Dates:** Two Fridays, April 17 & 24, 2015  
**Time:** 9 a.m. to 4 p.m.  
**Room:** 616  
**Instructor:** Jonathan Blandin

**Leading Through Change: How to Keep Your Team Engaged**

Most managers are faced with the challenges and demands of a job that requires multi-tasking within an accelerated pace of change. Despite this workplace reality and its related challenges, leaders at all levels need to ensure a consistently high level of employee engagement. This class focuses on strategies to keep your team engaged during times of change. Fundamentals of leadership, interpersonal and intercultural communication skills, conflict management, and managing organizational change will also be discussed.

**Course Code:** MGMT 5124-1938 • **Cost:** $90  
**Date:** Monday, April 13, 2015  
**Time:** 9 a.m. to 4 p.m.  
**Room:** 307  
**Instructor:** TBA
PROFESSIONAL DEVELOPMENT CENTER

MBA Boot Camp
Get grounded in the essential elements of high-level business courses in just five, one-day sessions. These sessions are presented by a team of expert faculty specializing in accounting, strategy, marketing and management. With practical examples, case studies and practice, this series is your opportunity to accelerate to the next level of professional excellence. This is a 5-day course over five weeks.

DAY 1: MANAGING FOR HIGH PERFORMANCE
Students learn the basic functions of management, Emotional Intelligence (EI), leadership skills, goal setting, techniques to motivate and increase morale, and enhance productivity, building and leading effective teams, shared values, and other factors to support organizational goals.

DAY 2: HUMAN RESOURCES TRAINING AND DEVELOPMENT
Students learn the essentials of Human Resources, how to facilitate the growth of an organization through recruitment, training and development, and how to enforce an organization’s policies and regulations. Legal issues, performance assessment, training, compensation, and labor relations will also be covered.

DAY 3: FINANCIAL MANAGEMENT
Students learn about financial management, financial statement review, budgeting, budget and variance analysis, cost benefit analysis, metrics, and GAAP 101.

DAY 4: MARKETING AND COMMUNICATIONS
Students will dissect the five zones of a marketing plan and through creative and interactive exercises, discover how to elevate their personal and organizational brand. Key influences and characteristics of our six unique generations will be introduced, along with social media and measurement, and marketing tips.

DAY 5: GETTING TO THE NEXT LEVEL
On this final day of the course, students will learn about effective networking, mentors, public speaking and presentation skills. There will be discussion about career management, organizational fit, skills assessment, and understanding how your skills relate to your industry’s needs.

Course Code: MGMT 5111-1951 • Cost: $450
Dates: Five Wednesdays, April 29, May 6, May 13, May 20 and May 27, 2015
Time: 9 a.m. to 4 p.m. | Room: 307
Instructors: Kelly Harper, Stanley Beckford, Kim Pita

Effective Leadership for Peak Performance
What do great leaders have in common? They know how to identify what motivates others to do their best. Find out why your employees don’t do things, and even more importantly, why they do. Identify major motivational theories and techniques and learn how to apply them to everyday workplace situations. You will also develop an action plan and a follow-up system. Identify the traits, motives, and characteristics of leaders. Learn the different and preferred leadership styles and explore ways to influence and improve morale.

Course Code: MGMT 5116-1921 • Cost: $90
Date: Monday, May 4, 2015
Time: 9 a.m. to 4 p.m. | Room: 307
Instructor: Stanley Beckford

Mind Body Happiness for Highly Successful People
Learn how to achieve balance of the mind, body, and spirit to reach happiness in your personal and professional life. In this class, you will learn about cultivating happiness, health, wisdom, and wealth in your life through healthy eating, healthy living, and stress-reducing techniques and meditation. Understand the power of your thoughts and emotions and identify habits of highly successful people. At the end of this course, you will have the tools to transform your life.

Course Code: PRFD 5585-1940 • Cost: $90
Date: Monday, April 27, 2015
Time: 9 a.m. to 4 p.m. | Room: 318
Instructor: Kristen Werblow

Moving Ahead – What’s Holding You Back
Understand your professional image and what may be holding you back from career advancement. Learn how to handle interpersonal relationships, control reactions, accept responsibility, and communicate effectively. Participants will build an action plan and receive one-on-one feedback.

Course Code: PRFD 5586-1941 • Cost: $90
Date: Tuesday, March 17, 2015
Time: 9 a.m. to 4 p.m. | Room: 318
Instructor: Mark Petruzzi

“The instructor was very knowledgeable. She shared valuable stories and made marketing relevant to both personal and business.”

Paul Fedor, Department of Labor, State of Connecticut, MBA Bootcamp Student, Fall 2014
Multicultural Marketing: Know Your Audience
In today’s global market, it has become increasingly important for organizations to develop better communication strategies to target its multicultural consumers. How does your organization fare in this area? This class will discuss the value of multicultural marketing and how organizations can begin creating a multicultural marketing strategy — from identifying ethnic and cultural groups, to understanding the cultural differences in the target ethnicities. Marketing strategies that are culturally acceptable and effective will also be discussed. This is an informative and important introduction into a new segment of marketing.

Course Code: BIS 5109-1942 • Cost: $90
Date: Thursday, April 23, 2015
Time: 9 a.m. to 4 p.m.   |   Room: 307
Instructor: TBA

Networking for a Career Advantage
How many times have you said to yourself that you need to meet more people? That your circle of influence needs to be strengthened? That your skills and talents have yet to be discovered? In today’s marketplace, your career requires you to network and be more active than ever, but networking requires strategic planning. Learn career-oriented networking, including how to identify and value personal and professional contacts and how to build and maintain those relationships to give yourself a career advantage.

Course Code: MGMT 5125-1943 • Cost: $90
Date: Thursday, April 9, 2015
Time: 9 a.m. to 4 p.m.   |   Room: 318
Instructor: Kate Bolduc

Public Speaking in an Organizational Setting
The ability to speak on short notice and to shine at the same time empowers the audience and frees the speaker to connect naturally. A valuable skill for leadership development or employee growth is learning how to speak clearly. In this class, learn how to state facts and opinions in conversation or in a formal presentation. Discover tools to put your audience and yourself at ease in any environment.

Course Code: PRFD 5578-1922 • Cost: $90
Date: Friday, March 27, 2015
Time: 9 a.m. to 4 p.m.   |   Room: 318
Instructor: Yasmin Shenoy

Putting Your Best Brand Forward
Do you have a personal brand? If not, it’s time! A personal brand is what people think and say about you when you are not around. We will take a look at your own internal perceptions and align them with positive external perceptions. Through creative and interactive exercises, you will begin to determine your value to those around you, in both your personal and professional life. This confidence-building class will help you to tell your own story in a meaningful and powerful way.

Course Code: PRFD 5587-1944 • Cost: $90
Date: Tuesday, April 21, 2015
Time: 9 a.m. to 4 p.m.   |   Room: 307
Instructor: Kim Pita

Spanish for the Workplace I
This course is designed to provide a basic knowledge of Spanish words and phrases to understand and communicate with customers during business transactions, in healthcare settings, and in social service situations. Learn how to ask questions, gather information, give directions, and schedule appointments. Develop an awareness of Spanish culture and customs that impact overall communication. This is a 5-week course.

Note: This course will be followed by Spanish for the Workplace II.

Course Code: FLAN 5030-1923 • Cost: $450
Dates: Five Fridays, March 20 & 27, April 10, 17 & 24, 2015
(No Class April 3)
Time: 9 a.m. to 4 p.m.   |   Room: 307
Instructor: Angelo Glaviano

Spanish for the Workplace II
This course is the continuation of Spanish for the Workplace I. Learn to initiate and participate in basic conversation. Practice responding to questions and writing short paragraphs to provide directions or give information. There will be an emphasis on oral communication and career-specific vocabulary that focuses on health, business, and/or public service professions. Upon completion students should be able to communicate at a functional level with native speakers and demonstrate cultural sensitivity. This is a 5-week course.

Prerequisite: Completion of Spanish for the Workplace I, or possess a basic understanding of commonly used Spanish words and phrases.

Course Code: FLAN 5028-1948 • Cost: $450
Dates: Five Fridays, May 1, 8, 15, 22 & 29, 2015
Time: 9 a.m. to 4 p.m.   |   Room: 307
Instructor: Angelo Glaviano
The Art of Tact & Diplomacy
Learn how to choose and use the most appropriate words and emotional tone for positive results. Practice techniques for receiving and transferring information, ideas, thoughts, feelings, and needs. Participants will understand how to navigate difficult situations, build consensus, and manage change with diplomacy and tact.

Course Code: COMM 5020-1952 • Cost: $90
Date: Tuesday, April 7, 2015
Time: 9 a.m. to 4 p.m.   |   Room: 307
Instructor: Stanley Beckford

Transitioning from Peer to Supervisor
Making the change from peer to supervisor can be challenging. Learn how to overcome the fear of losing friendships and the temptation of performing old work responsibilities. Techniques for dealing with change; avoiding favoritism; building trust, credibility and clear boundaries; and maintaining confidentiality will be covered.

Course Code: MGMT 5121-1924 • Cost: $90
Date: Tuesday, March 17, 2015
Time: 9 a.m. to 4 p.m.   |   Room: 301
Instructor: Kelly Harper

Whole Foods for a Healthier & More Energetic You
In this life-changing workshop, you will learn how a whole food diet can heal, transform, and enhance your life, as well as learn how to cook delicious, healthy whole food recipes. At the end of this workshop, you will: have knowledge about the benefits of whole foods; understand essential super foods and their healing properties; be able to cook quick, healthy, and delicious whole food recipes; and practice eating mindfully.

Course Code: PRFD 5588-1949 • Cost: $110
Date: Monday, March 30, 2015
Time: 9 a.m. to 4 p.m.   |   Room: 309
Instructor: Kristen Werblow

COMPUTER & TECHNOLOGY CLASSES

Access 2013: Beyond the Basics
Need to manage large amounts of information? Then Microsoft Access 2013 is for you! This tool can help you store larger amounts of data for reference, reporting and analysis. In this class, you will learn how to take control of your data by creating databases, tables, forms, and reports. You’ll also learn how to run queries and create relationships between tables, as well as understand how to create effective input screens and professional-looking reports. This is an essential course for anyone who manages large amounts of information. This is a 2-day class.

Course Code: COMP 7531-2041 • Cost: $190
Dates: Two Mondays, April 6 & 13, 2015
Time: 9 a.m. to 4 p.m.   |   Room: 604
Instructor: TBA

Adobe Acrobat 101
Master the skills of making forms and PDFs with Adobe Acrobat and learn the basics of how to navigate and organize PDF documents. In this class, you will learn how to create a PDF document with Adobe Acrobat, as well as how to create and modify PDF content by rearranging, editing, and formatting existing text. Techniques on how to add headers, footers, watermarks, backgrounds, as well as multimedia content, including audio and video files will also be covered.

Course Code: COMP 7512-1929 • Cost: $95
Date: Friday, March 20, 2015
Time: 9 a.m. to 4 p.m.   |   Room: 617
Instructor: Michael Montgomery

Basics of Adobe Photoshop
Bring your digital photography to the next level! In this 2-day course, you will use Adobe Photoshop to learn how to work with images in a digital environment, including concepts such as tool selection, layering, and preference settings. Once you are familiar with these techniques, you’ll be taught to enhance the pictures, organize, edit, crop and color-correct, including fixing exposure and color problems, and to combine photos into a panorama or montage. This is a 2-day class.

Course Code: COMP 7447-1926 • Cost: $190
Dates: Two Fridays, March 6 & 13, 2015
Time: 9 a.m. to 4 p.m.   |   Room: 308
Instructor: Michael Montgomery
Business Analytics Using Excel 2013
In today's business world, understanding business analytics can give your organization a competitive advantage. This course uses MS Excel, the foundational data analysis tool, to cover advanced Excel formulae, concepts, and applications using larger and more professional worksheets, and focuses on the data modeling approach using Excel vs. the calculator approach. Topics include if-then modeling, built-in functions, charting, transferring data across applications, PivotTables, Spark Lines, Slicers, Power Pivots, and Macros.

Prerequisite: For the intermediate Excel user.

Course Code: COMP 7513-1931 • Cost: $95
Date: Tuesday, April 28, 2015
Time: 9 a.m. to 4 p.m.   | Room: 616
Instructor: CK Wang

Cloud Computing
Many business applications are moving to cloud computing. With the phrase cloud computing being used more and more in business today, it is important to understand what it's all about. Learn what cloud computing is, how it works, and both the pros and cons of this system. This workshop will also discuss security and privacy concerns associated with cloud computing.

Course Code: COMP 7508-1927 • Cost: $95
Date: Tuesday, March 17, 2015
Time: 9 a.m. to 4 p.m.   | Room: 604
Instructor: TBA

Creating Dynamic Presentations with Powerpoint 2013
Master the effective creation of professional, attention-getting slides, and the proper use of graphics. The workshop will include designing your own templates, color schemes, and incorporating video and audio clips.

Course Code: COMP 7514-1954 • Cost: $95
Date: Tuesday, March 10, 2015
Time: 9 a.m. to 4 p.m.   | Room: 604
Instructor: TBA

Excel 2013: Beyond the Basics
Expand your knowledge of Excel and learn how to manipulate multiple worksheets efficiently. In this class, you will learn advanced formatting options, charting techniques, file sharing/merging, and templates. Creating and using pivot tables, outlining and subtotals, and macros will also be covered.

Note: This course will be followed by Excel 2013: Advanced

Course Code: COMP 7530-2040 • Cost: $95
Date: Wednesday, March 18, 2015
Time: 9 a.m. to 4 p.m.   | Room: 616
Instructor: CK Wang

Capital on the Road
Our classes brought to you!

Capital Community College brings learning out into the Greater Hartford community, small businesses, corporations and government agencies.

Would you like to see one of our classes offered in your own business or community environment? Do you have workforce development needs that have to be met? Does your team need to earn CEU's for advancement?

No need to start from scratch, take advantage of our extensive offerings already available at the Capital Community College, School of Workforce & Continuing Education. Consider some of these topic areas available:

• Leadership & Management
• Marketing & Communications
• Public Speaking
• Human Resources
• Health Care & Medicine
• Financial Literacy & Management
• English As A Second Language
• Music & the Arts
• MBA Bootcamp

We can even provide a needs assessment so a curriculum can be customized for you! No matter what the topic, our team of faculty and subject matter experts come to you in the location of your choice.

Connect with our Customer Service Center at (860) 906-5130 to learn more about Capital on the Road and how you can make a worthwhile investment in your people.
Excel 2013: Advanced
Build on your Excel 2013 skills using advanced formulas, logical and statistical functions, and financial and date functions. Learn about data validation and advanced database management functions and work with PivotTables and Pivot Charts, data import/export, and external database queries. Analytical features such as Goal Seek and Solver, running and recording macros and sharing Excel data via the Web will also be covered.

Prerequisite: Completion of Excel 2013: Beyond the Basics or intermediate to advanced knowledge of Excel.

Course Code: COMP 7516-1934 • Cost: $95
Date: Wednesday, May 13, 2015
Time: 9 a.m. to 4 p.m.  |  Room: 616
Instructor: CK Wang

Introduction to Video Editing
Interested in learning how to edit videos? In this class, you will learn the basic techniques of digital video production. This includes creating, editing and exporting digital video for various deliverables: websites, DVD and Web-based video sites. We will use Apple iMovie software, YouTube Video Editor, and other online tools. This is a 2-day class.

Course Code: COMP 7517-1937 • Cost: $190
Dates: Two Fridays, April 10 & 17, 2015
Time: 9 a.m. to 4 p.m.  |  Room: 308
Instructor: Michael Montgomery

Search Engine Optimization & Web Analytics
Is your website doing what you want it to do? In this course, you will learn how search engines and other factors can influence search rankings, and create strategies to optimize your website. With web analytics, you will learn how to evaluate the success of your website, identify its strengths and weaknesses, and discover how to move beyond clickstream analysis. Qualitative data and insights and techniques to develop a customer-centric mindset without sacrificing your company’s bottom line will also be discussed.

Course Code: COMP 7519-1945 • Cost: $95
Date: Friday, May 8, 2015
Time: 9 a.m. to 4 p.m.  |  Room: 308
Instructor: Michael Montgomery

Desktop Publishing Essentials
Take your organization's brochures and newsletters to the next level using Adobe InDesign! InDesign is one of the most widely used desktop publishing programs by graphic designers, publishers, and companies for production of catalogs, brochures, newsletters, and other printed materials. In this class, you will learn the basic functions of page layout and design to create and format brochures, multi-page documents using text, graphics, and colors. Come to class with projects or ideas you are working on. This is a 2-day class.

Course Code: COMP 7515-1953 • Cost: $190
Dates: Two Fridays, Feb. 20 & 27, 2015
Time: 9 a.m. to 4 p.m.  |  Room: 308
Instructor: Michael Montgomery
Mac Demystified: An Introduction to Mac Computers

If you are new to Mac computers, this is the ideal course for you. Learn about the hardware; how to navigate the operating system; create, move and copy files; explore the built-in applications that come with the iOS system; and navigate the internet using Safari.

Course Code: COMP G7523-2032 • Cost: $95
Dates: Two Saturdays, April 11 & April 18, 2015
Time: 9 a.m. to 12 p.m.   |   Room: 308
Instructor: Michael Montgomery

Pages – An Introduction to Apple’s Pages Program

Pages is Apple’s word processing software. In this class you will learn to navigate the Pages software; create, edit and save new documents; use templates; insert pictures and format your document.

Prerequisite: Students must have basic skills using the Apple computer interface.

Course Code: COMP G7524-2035 • Cost $95
Dates: Two Saturdays, April 25 & May 2, 2015
Time: 9 a.m. to 12 p.m.   |   Room: 308
Instructor: Michael Montgomery

Numbers – An Introduction to Apple’s Numbers Program

Numbers is Apple’s spreadsheet software. In this class you will learn how to navigate the Numbers software; create, edit, format and save a new spreadsheet and explore the different functions of the Numbers software.

Prerequisite: Students must have basic skills using the Apple computer interface.

Course Code: COMP G7525-2031 • Cost $95
Dates: Two Saturdays, May 9 & May 16, 2015
Time: 9 a.m. to 12 p.m.   |   Room: 308
Instructor: Michael Montgomery

Keynote – An Introduction to Apple’s Keynote Program

Keynote is Apple’s presentation software. In this class you will learn how to create a basic presentation. You will learn how to insert pictures, use transitions, and choose themes.

Prerequisite: Students must have basic skills using the Apple computer interface.

Course Code: COMP G7526-2034 Cost $95
Time: 9 a.m. to 12 p.m.   |   Room: 308
Instructor: Michael Montgomery

SOCIAL MEDIA CLASSES

Managing Your Professional Identity with Social Media

Come ready to give your LinkedIn profile a complete overhaul! This will be a hands-on class with a lot of independent work, where you will leave with a complete LinkedIn profile. We’ll also talk about how to use the features of LinkedIn to get the most out of your connections, networks and recommendations. Attendees should already have a LinkedIn account upon arriving to class.

Course Code: COMP 7518-1939 • Cost: $95
Date: Tuesday, March 31, 2015
Time: 9 a.m. to 4 p.m.   |   Room: 604
Instructor: Caitlin Thayer

Social Media for Beginners

Learn the very basics of Facebook, Twitter, Instagram and LinkedIn. By the end of this class you’ll have an account on each platform and understand how they are used, who is using them and how they can help your career, as well as help you connect with friends, family and your community. Attendees should have little to no understanding or past use of the platforms

Course Code: COMP 7520-1946 • Cost: $95
Date: Thursday, March 26, 2015
Time: 9 a.m. to 4 p.m.   |   Room: 604
Instructor: Caitlin Thayer

Social Media Strategies That Get Results

Most organizations that use social media don’t have a plan for why or how to present their businesses online. If your organization uses social media and would like to increase traffic and sales, then this class is for you! Having an effective social media strategy will help bring your organization together around social media, will help you feel more confident about the information you share, and will help you achieve greater results. Learn how to create a strategy for your organization and leave with a plan for implementation. Attendees should have an intermediate understanding of social media.

Course Code: COMP 7521-1947 • Cost: $95
Date: Thursday, April 16, 2015
Time: 9 a.m. to 4 p.m.   |   Room: 604
Instructor: Caitlin Thayer
Designing & Creating Effective Websites
In today’s business world, having an effective website can be the difference between success and failure for your business or organization. This 4-week course examines design issues specific to web-based presentations, teaches web page layout, effective navigation and the design process. Learn the essentials of scripting with HTML, CSS, and JavaScript as well as visual design fundamentals and photo manipulation. Some site management techniques are covered, accessibility issues and working with domains will also be discussed. Participants will leave with a detailed website plan.

Course Code: COMP 7509-2009 • Cost: $190
Dates: Four Mondays, March 9, 16, 23, and 30, 2015
Time: 6 to 9 p.m. | Room: 308
Instructor: Michael Montgomery

Communicating with Diplomacy and Tact
Learn how to choose and use the most appropriate words and emotional tone for positive results. Practice techniques for receiving and transferring information, ideas, thoughts, feelings, and needs. Participants will understand how to navigate difficult situations, build consensus, and manage change with diplomacy and tact.

Course Code: COMM 5023-2049 • Cost: $90
Date: Mondays, April 6 & 13, 2015
Time: 6 to 9 p.m. | Room: 604
Instructor: Yasmin Shenoy

Fundamentals of Technical Writing
Professionals who can write clearly and correctly are far more valuable to an organization than those whose business writing is filled with errors. This highly interactive course refreshes the knowledge of grammar, syntax, and punctuation. Learn the standard rules for proper usage and grammar and then work with seminar colleagues to apply the concepts to hands-on exercises.

Course Code: COMP 7491-2011 • Cost: $90
Date: Thursdays, April 9 & 16, 2015
Time: 6 to 9 p.m. | Room: 616
Instructor: Alice Turner

Basics of Adobe Photoshop
Bring your digital photography to the next level! You will use Adobe Photoshop to learn how to work with images in a digital environment, including concepts such as tool selection, layering, and preference settings. Once you are familiar with these techniques, you’ll be taught to enhance the pictures, organize, edit, crop and color-correct, including fixing exposure and color problems, and to combine photos into a panorama or montage. This is a 4-day class.

Course Code: COMP 7447-2039 • Cost: $190
Dates: Four Mondays, February 2, 9, 16, 23, 2015
Time: 6 to 9 p.m. | Room: 604
Instructor: Michael Montgomery

AutoCAD I
Learn the fundamentals of Computer-Aided Design and Drafting (CAD) in this hands-on training course. In this 4-day class, students will learn 3D and 2D rendering with Autodesk AutoCAD, as well as basic object and geometric construction, editing tools, object properties and organization, orthographic views in multi-view drawings, basic dimensioning and note.

Prerequisite: Basic Windows, computer skills

Course Code: COMP 7532-2047 • Cost $190
Dates: Four Mondays, February 2, 9, 16, 23, 2015
Time: 6 to 9 p.m. | Room: 602
Instructor: Nathan Tuttle

Administrative Excellence Certificate
Today’s administrative professionals are vital to successful organizations. In the demanding and rapidly changing business environments, the role and responsibilities of administrative professionals has expanded. Enhance your management and organizational skills. Topics include customer service, public relations, project management, scheduling, effective business communication (written and verbal), and supervisory skills. Build on your current administrative skills and find your true professional voice in this interactive and engaging class. This is a 10-week course.

Course Code: PRFD 5566-2006 • Cost: $450
Dates: Ten Tuesdays, Feb 3-April 7, 2015
Time: 6 to 9 p.m. | Room: 616
Instructor: Alice Turner

WANTED
Teachers Who Inspire Greatness
Do you enjoy sharing your expertise with others? Are you passionate about what you do and know? Can you inspire a classroom filled with adult learners?

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Connect with Jen Kriksciun in our Professional Development Center at (860) 906-5138 or email jkriksciun@capitalcc.edu.
### Introduction to Construction Management
This course is designed to provide insight into construction management. It covers topics such as general contracting vs. subcontracting, overhead costs, contingency planning, profitability and forecasting, addendums and change orders, estimating and writing contracts.

**Course Code:** BLDG 0002-2054 • **Cost:** $90  
Dates: Two Saturdays, March 21 & 28, 2015  
Time: 9 a.m. to 12 p.m. | Room: 318  
Instructor: Ibrahim Vaid

### Effective Business Writing
This course offers instruction on how to draft the most common business communication formats: memos, reports, brochures, proposals, agendas, and letters. You will learn to write clear, concise, effective correspondence that reflects professionalism. Through engaging, hands-on practice, you will sharpen your business writing skills and gain the confidence you need to be a more effective writer in any situation.

**Course Code:** COMM 5024-2055 • **Cost:** $180  
Dates: Four Thursdays, February 19 & 26; March 5 & 12, 2015  
Time: 6 to 9 p.m. | Room: 616  
Instructor: Alice Turner

### Green Construction Materials
This course introduces sustainable green building. The primary focus will be on sustainable materials which are environmental friendly. Topics such as site selection, energy efficiency, material selection, water efficiency, and Leadership in Energy and Environmental Design (LEED) building certification will be discussed.

**Course Code:** BLDG 0001-2053 • **Cost:** $90  
Dates: Two Saturdays, April 11 & 18, 2015  
Time: 9 a.m. to 12 p.m. | Room: 318  
Instructor: Ibrahim Vaid

### OSHA 10 Construction Training Course
OSHA recommends workplace safety training for a safe and healthful work environment. Our OSHA 10-hour training teaches safety awareness and health hazards workers may face on construction work sites, placing special emphasis on hazard identification, avoidance, control and prevention. Upon successful course completion, students will be issued a completion certificate, and the OSHA 10-hour construction training course completion card.

**Course Code:** OSM 0002-2015 • **Cost:** $180  
Dates: Two Tuesdays & Two Thursdays, Feb. 3, 5, 10 & 12, 2015  
Time: 3:50 to 8 p.m. | Room: 301  
Instructor: Frank Mangiagli

### OSHA 30 Construction Training Course
The OSHA 30-hour Construction Training course is a comprehensive safety program designed for anyone involved in the construction industry. Specifically devised for safety directors, foremen, and field supervisors, the program provides complete information on OSHA compliance issues. This course covers thirty (30) hours of training, required by the Occupational Health and Safety Act (OSHA), necessary to obtain the 30-hour Construction Industry course completion card. The course is comprised of 25 sections, each either one or two hours in length, and covers topics pertaining to regulations covered by OSHA standards in 29 CFR 1926. This course will help meet the Construction Industry standards training requirements established by OSHA. Upon successful completion of the course, the trainee will be issued a completion certificate, and the OSHA 30-hour construction training course completion card.

**Course Code:** OSM 0003-2016 • **Cost:** $450  
Dates: Tuesdays & Thursdays, March 10-April 7, 2015  
Time: 4:30 to 8 p.m. | Room: 604  
Instructor: Frank Mangiagli

### Marketing Your Business Using Social Media
Social media can be done successfully with a limited budget and on limited time, if you do it right! In this 6-hour class, you will learn strategies to get the most out of your social sites when you’re running a business and need to use social media to promote yourself, but don’t have a lot of time to do it. You’ll leave with a strategy, and with hands-on training to answer all of your questions. Attendees should have an intermediate understanding of social media.

**Course Code:** BIS 5110-2014 • **Cost:** $90  
Dates: Two Tuesdays, February 17 & 24, 2015  
Time: 6 to 9 p.m. | Room: 604  
Instructor: Caitlin Thayer

### Video Telling Certificate
Looking to reach a mass audience through video? Working communication professionals and those seeking to enhance career skills will benefit from this targeted approach to video authoring. Join us today to take your video production skills to the next level! In this 12-hour class, you will learn how to build a 30-second PSA or commercial concept, video editing basics, capture audio and video, as well as video story-telling techniques. Familiarity with the basics of video production and Mac platform recommended but not required.

**Course Code:** COMM 5022-2017 • **Cost:** $180  
Dates: Four Thursdays March 5, 12, 19 & 26, 2015  
Time: 6 to 9 p.m. | Room: 308  
Instructor: Jennifer Thomassen
Welcome to the **Multicultural Learning Center**. This center has been developed to cater to the diverse population in the Hartford region. If you want to learn another language or improve your English writing and speaking skills, we have a class designed for you.

**Beginning ESL Conversation**
In this course, you will learn to participate in real-life situations, such as communicating over the phone, making small talk, giving and following directions, and expressing problems. Role-plays, dialogs, discussions, vocabulary-building exercises, and the language lab are used to help students develop their listening comprehension, speaking, and pronunciation skills. This course is intended for the true beginning ESL learner.

**Course Code:** ESL 5072-2048 • **Cost:** $80
**Dates:** Three Wednesdays, March 4, 11 & 18, 2015
**Time:** 6 to 8 p.m.  |  **Room:** 301
**Instructor:** TBA

**Beginning English-As-A-Second-Language**
This course is for beginning students who have no or little understanding of English. In this course, students will develop their reading, writing, listening, and speaking skills. Students will learn to write grammatical sentences, short dialogs, and paragraphs. Vocabulary, idioms, and grammar will be part of the coursework and homework.

**Course Code:** ESL 5065-2042 • **Cost:** $180
**Dates:** Four Fridays, March 6, 13, 20 & 27, 2015
**Time:** 9 a.m. to 12 p.m.  |  **Room:** 301
**Instructor:** TBA

**Intermediate ESL Conversation**
Learn to communicate more fluently and naturally in everyday situations using a variety of fun and engaging classroom speaking activities. In this 6-hour class, students will learn how to build their vocabulary and strengthen their ability to use idioms to communicate more accurately and express themselves more effectively. Common American English idioms, expressions, slang and word combinations in popular movies, songs and texts will be discussed. Learn in a lively, fun classroom environment, and build confidence in your English conversation skills. This course is intended for high intermediate to advanced ESL learners.

**Course Code:** ESL 5068-2043 • **Cost:** $180
**Dates:** Three Wednesdays, March 11, 18 & 25, 2015
**Time:** 1 to 4 p.m.  |  **Room:** 301
**Instructor:** Mary Romney

**ESL Grammar Refresher**
Designed for nonnative English speakers, this course helps perfect and polish your English grammar, with the goal of increasing your effectiveness and confidence in the workplace. Review and practice advanced grammar points in the contexts of oral communication, reading and writing. This course is intended for high-intermediate to advanced ESL learners.

**Course Code:** ESL 5069-2044 • **Cost:** $90
**Date:** Friday, Feb. 27, 2015
**Time:** 9 a.m. to 4 p.m.  |  **Room:** 616
**Instructor:** TBA

**Professional Writing for Non-Native Speakers of English**
This is a practical course for students who wish to improve their expression in the context of business communications. The course is designed for students whose first language is not English. Students will learn how to write effective messages, email, memos, and letters and develop their writing, grammar, and vocabulary as they focus on appropriate formats, style, and tone for a variety of audiences, including employers, colleagues, customers, and clients. This course is intended for high-intermediate to advanced ESL learners.

**Course Code:** ESL 5073-2051 • **Cost:** $180
**Dates:** Four Wednesdays, April 8, 15, 22 & 29, 2015
**Time:** 5 to 8 p.m.  |  **Room:** 604
**Instructor:** TBA

**Professional Communication for Non-Native Speakers of English**
In this course, students will improve their oral communication skills to meet the challenges of professional interactions. The course is designed for students whose first language is not English. Students will learn skills to gain confidence and expertise in making small talk, participating in conference calls and leading meetings. Through extensive practice exercises, role-plays and business simulations, students will gain effective strategies for communicating with supervisors, colleagues, employees and clients. This course is intended for high-intermediate to advanced ESL learners.

**Course Code:** ESL 5074-2050 • **Cost:** $80
**Dates:** Three Tuesdays, April 7, 14 & 21, 2015
**Time:** 6 to 8 p.m.  |  **Room:** 307
**Instructor:** TBA
Spanish for Medical Personnel

Are you frustrated by the communication gap that can occur between you and your Spanish-speaking patients? If you answered yes, this Spanish class will help bridge that gap. Practice basic, practical language skills to effectively communicate with your Spanish-speaking patients and their families. Learn the basics of the language, gain an understanding of the culture, and know how to ask crucial questions. Whether you speak some Spanish and need a refresher, or speak no Spanish, you will develop skills to effectively communicate with your Spanish-speaking patients. This is a full semester course.

Course Code: FLAN 5039-2052 • Cost: $375
Dates: Tuesdays & Thursdays, Jan 22-May 7, 2015
Time: 5:30 p.m. to 6:56 pm  | Room: TBA
Instructor: Robert Chase

AU PAIR CLASSES**

Class A: Intensive English Communications

The emphasis in this class will be on spoken communication, fluency, comprehension, grammar, vocabulary, idioms, and pronunciation. Common American English idioms, expressions, slang and word combinations in popular movies, songs and texts will provide the content for this course and will be utilized as a way to develop language skills and give content for reading, writing, organizing and studying. Students will also learn to communicate more fluently and naturally in everyday situations and will learn how to build their vocabulary and strengthen their ability to use idioms to communicate more accurately and express themselves more effectively. This course has a required online component.

Course Code: ESL 5070-2045 • Cost: $495
Dates: Thursdays, April 9, 16, 23, 30 & May 7, 2015; Saturday, May 9, 2015
Time: Thursdays 8:30 to 10 p.m., Saturday 9:30 a.m. to 1 p.m.
Room: 307
Instructor: TBA

Class B: American History through Connecticut Lens

Students will gain in-depth knowledge of American customs, rituals, celebrations, and important holidays while also learning about exciting events in U.S. history and current political issues in the United States. Students will also have the opportunity to learn about the rich history and culture of Hartford, as well as other major Connecticut cities. Projects may include exploring important Connecticut historical, political, and cultural sites as they relate to American History. This course has a required online component.

Course Code: ESL 5071-2046 • Cost: $495
Dates: Thursdays, May 21, 28, June 4, 11, & 18, 2015; Saturday, June 20, 2015
Time: Thursdays 8:30 to 10 p.m., Saturday 9:30 a.m. to 1 p.m.
Room: 307

If you prefer to learn in an individualized setting, Capital Community College offers private lessons with some of our most sought after faculty. We can custom develop a program for you that works for your schedule and life.

Private lessons are now being offering in:

MUSIC
Choose from an array of instruments including piano, guitar, cello, clarinet, flute, trombone or trumpet. You will learn how to read music and begin to carry a tune on the instrument of your choice. If you do not have an instrument, you will need to rent one at a local music store. We do have a piano lab onsite at Capital.

ART
Get your creative juices flowing with some of our one-on-one offerings including drawing, painting, photography and more. Do something just for you!

COMPUTERS
Get ahead in your career with private technology lessons in a variety of software programs, including MS Office (Word, Powerpoint & Excel), InDesign, Adobe Photoshop and more. The more you know, the more valuable you will be!

To find out more about our new private lessons program, contact Odile Dilone at odilone@capitalcc.edu and (860) 906-5141.
Welcome to Capital Arts & Music Center. Flex your creativity and inspire your soul. Learn to paint, draw, play piano and dance with some of the best artists and musicians around. We also offer private music and art lessons where you can get one on one attention. This is the perfect way to relax and unwind after a long day.

Private Music Lessons at Capital
Capital Community College boasts some of the best music faculty in the area including Associate Professor and Music Program Coordinator Dr. Arthur Hernandez, piano professor Trista Hummel, and members of the renowned music ensemble Alturas Duo, Carlos Boltes and Scott Hill. Our prestigious staff is now offering private, one-on-one music lessons on campus during the Spring 2015 semester. For information contact Odile Dilone at odilone@capitalcc.edu and (860) 906-5141.

Total # of Lessons: 14  Cost: $485
Time duration: 30-minute sessions
Dates: Flexible and mutually agreed upon

Introduction to 3D Animation
This course introduces fundamental 3D theories and principles of computer modeling and animation. You will become familiar with modeling techniques including texturing, lighting, basic animation techniques, and rendering rigid objects.

Course Code: ART 5006-2030 • Cost: $95 plus materials
Dates: Tuesday and Thursday, May 26 & 28, 2015
Time: 6 to 9 p.m.  |  Room: 616
Instructor: TBA

Digital Photography Intermediate
This course is a continuation of the Digital Photography Beginning class and is divided into two phases. In the first phase, students learn how to start a digital picture/file archive folder system and the best way to get digital files transferred from camera to computer prior to burning a photo CD. The second phase teaches the basics of digital manipulation including size, cropping, and color adjusting digital images.

Course Code: PHOT 5012-2028 • Cost: $95 plus materials
Dates: Tuesday and Thursday, May 26 & May 28, 2015
Time: 6 to 9 p.m.  |  Room: 604
Instructor: TBA

Basics of Adobe Photoshop
Bring your digital photography to the next level! In this 2-day course, you will use Adobe Photoshop to learn how to work with images in a digital environment, including concepts such as tool selection, layering, and preference settings. Once you are familiar with these techniques, you’ll be taught to enhance the pictures, organize, edit, crop and color-correct, including fixing exposure and color problems, and to combine photos into a panorama or montage.

Course Code: COMP 7447-1926 • Cost: $190
Dates: Two Fridays, March 6 & 13, 2015
Time: 9 a.m. to 4 p.m.   |   Room: 308
Instructor: Michael Montgomery
Thursday, April 9, 2015

The Hartford Composers Concert Series
*Music of Erberk Eryilmaz and Arthur Hernandez*

**Featuring the Eryilmaz Trio:**
- Erberk Eryilmaz, piano
- Goberk Eryilmaz, clarinet
- Laura Krentzman, viola
With Special Guests Scott Hill and Minta White

CCC music professor and composer Arthur Hernandez will premiere his work Trio for Piano, Clarinet, and Viola.

Thursday, May 7, 2015

Capital Student Ensemble Showcase

**Featuring**
- The Capital Jazz Ensemble, Jason Schwartz, director
- The Capital Vocal Ensemble, Joshua Hummel, director

To learn more about Capital's music program, private lessons or Concerts@Capital, reach out to Arthur Hernandez at (860) 906-5039 or ahernandez@capitalcc.edu.
Capital Community College, in partnership with ED2GO, Gatlin Education Services, and UGotClass, offers online open enrollment programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations. It’s simple to register and get started. Many classes start at $99. Locate the certificate or class of interest and contact Odile Dilone at odilone@capitalcc.edu and (860) 906-5141 to register.

ED2GO 6-Week Online Courses
www.ed2go.com/capitalcc
Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. You can complete any course entirely from your home or office, any time of the day or night.

Features:
• Courses run for six weeks (with a 10-day grace period at the end).
• Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more.
• Online sessions begin monthly

Career Training Programs
www.gatlineducation.com/capitalcommunitycollege
Prepare for employment in some of today’s hottest careers with a comprehensive, affordable, and self-paced online Career Training Program. You can begin these programs at any time and learn at your own pace. Upon successful completion of all required coursework, you will receive a Certificate of Completion.

Features:
• Facilitators and mentors are available to answer questions and help you through your studies.
• Career counselors will help you prepare for the transition from the classroom to the workplace.
• Courses are all open-enrollment and self-paced
• All materials, workbooks, and software are included
• Payment plans available, loans and other funding may be available

Programs are available in the following areas:
• Business and Professional
• Healthcare and Fitness
• Managements and Corporate
• Media and Design
• Hospitality and Gaming
• Skilled Trades and Industrial
• IT and Software Development

Skills for the 21st Century
http://www.yougotclass.org/catalog-complete.cfm/CCC
Get skills for the 21st century. Demonstrate your knowledge. Boost your productivity and your organization’s bottom line. Online learning is easy. It’s fun! Our online certificates and courses are provided by expert instructors. Participate anytime day or evening, from any computer.
We have a variety of on-campus resources available to you. Take advantage of the expert staff we have managing each of our resource centers.

**CAREER CENTER**
Are you looking for career advice? Do you need help writing your resume? We can help you figure out the steps you need to take to transition into the world of work or a new career.

Stop by to make an appointment at our office located on the 2nd floor, Room 209, or call us at (860) 906-5107. Our hours are Monday through Thursday from 9 a.m. to 5 p.m. and Friday from 9 to 3 p.m.

**ACADEMIC SUCCESS CENTER**
Do you need help with your studies? We can help you with our onsite tutors and subject matter experts. We offer tutoring in math, writing and computers. You can find us on the 4th floor. Stop by the ASC reception desk to set up an appointment or call us at (860) 906-5200. Our tutoring hours are as follows:

- **Math Center • Room 412**
  Monday, Tuesday, Wednesday & Thursday, 9 a.m. to 8 p.m.
  Friday & Saturday, 10 a.m. to 2 p.m.

- **Writing Center • Room 409**
  Monday, Tuesday & Wednesday, 10 a.m. to 6 p.m.
  Thursday, 10 a.m. to 2 p.m.
  Friday & Saturday, 10 a.m. to 12 p.m.

- **Computer Center • Room 423**
  Monday, Tuesday, Wednesday & Thursday, 9:30 a.m. to 7 p.m.
  Friday & Saturday, 10 a.m. to 2 p.m.

**PLUS 50 CENTER**
Are you 50+ and eager to learn new things? We have a center at Capital designed just for you. We offer flexible hours and diverse programming that will work for your lifestyle. Become involved in our Plus 50 center to:

- Network with your peers
- Enrich your life through education
- Enrich campus life through involvement
- Complete a degree or certificate
- Participate in Plus 50 Grant workshops

To learn more about Plus 50 center, connect with Dr. Bryant at (860) 906-5236 or mguillorybryant@capitalcc.edu.

**CAMPUS BOOKSTORE**
Textbooks, reference books and other school supplies are available in the Follett Bookstore located on the 7th floor at 950 Main Street. The bookstore also features electronic connectors and chargers, Capital-branded apparel and gifts, and snacks. Normal bookstore operating hours are Monday 9 a.m. to 6 p.m., Tuesday-Thursday 9 a.m. to 4 p.m., and Friday 9 a.m. to 1 p.m. You can reach the bookstore at (860) 525-5956 or http://cctc.bkstr.com/
Capital Community College will once again offer the Money Management for Life course thanks to funding support provided by The Guardian Life Insurance Company of America.

“This class changed my life. It helps you determine your life goals and learn how to get out of debt.”

Mary W.

The Guardian will cover all student fees for the course. If you would like to apply to participate in this money management course (BFN 110 Personal Finance), please connect with Jennifer Kriksciun at jkriksciun@capitalcc.edu or (860) 906-5138.

COURSE HIGHLIGHTS
- Practical, real world financial education
- Learn how to manage your money with discipline
- Make sound and meaningful financial decisions
- Plan and protect your financial future
- Focus on wealth accumulation
  - Open to students in all majors
  - Eight week course begins in Summer 2015 and Fall 2015.
  - Earn while you learn – three college credits for your participation
  - No cost to you – all fees covered by The Guardian

Shorter Classes & Lower Costs
Spend Your Summer@Capital

We are working on developing an extensive list of courses for the Summer Session 2015 at Capital Community College.

Stay tuned for what’s ahead.

www.capitalcc.edu
Capital Community College School of Workforce and Continuing Education Credit-Free Registration

Today’s Date: _____/_____/_____
Social Security Number: ___________________________ Date of Birth (required): _____/_____/_____ 
Last Name: ___________________________ First Name: ___________________________ Middle Initial: __________ 
Home Address: ___________________________________________________________ E-Mail Address: ___________________________ 
Home Phone: (____) ___________________________ Business Phone: (____) ___________________________ Mobile Phone: (____) ___________________________ 

☐ Male  ☐ Female  ☐ Yes, I certify that I am a legal resident of CT and have met the 12-month residency requirement  
☐ No, I am not a legal resident of CT. State of legal residence: ___________________________ 

Are you a U.S. citizen: ☐ Yes  ☐ No  If no, are you a permanent resident or green card holder? ☐ Yes  ☐ No 

Please provide the following race and ethnic data. This information is requested on a VOLUNTARY basis for the U.S. Department of Education, Center for Educational Statistics. Your answer will not affect enrollment to, or registration in, the college.  
Ethnicity: ☐ Hispanic/Latino  ☐ Non-Hispanic/Non-Latino  ☐ Choose not to respond  
Race: ☐ White  ☐ Black/African American  ☐ American Indian/Alaskan Native  ☐ Native Hawaiian/Other Pacific  
☐ Other  ☐ Choose not to respond 

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Total: ___________________________ 

Note: Students applying for a SNAP scholarship should indicate their top 3 class choices on this form 

Signature (required): ________________________________________________________________________________________________

Payment 

☐ Visa  ☐ Mastercard  ☐ Check (Make payable to Capital Community College, or CCC. No cash by mail.)

Credit Card Number: ___________________________________________________________ CVC/Security Code #: ___________________________ 
(last 3 digits after the credit card number in the signature area of the card.)

Credit Card Holder’s Name: ___________________________________________ Expiration Date: ___________________________ 
Credit Card Holder’s Address (required): ___________________________________________ 
Credit Card Holder’s Signature: ___________________________________________
FORMULARIO DE INSCRIPCIÓN

Fecha: _____/_____/_____ Número de Seguro Social: _____________________________ Fecha de Nacimiento (requerido): _____/_____/_____  
Apellido: _____________________________ Primer Nombre: _____________________________ Inicial del segundo nombre:  
Dirección: _____________________________________________________________ Correo electrónico: _____________________________________________________________  
Ciudad: _____________________ Estado: ______ Código postal:____________ País de origen o nacimiento: _____________________  
Teléfono de casa: (____) _________________ teléfono de trabajo: (____) ________________ _Teléfono móvil: (____) ________________  
□ Masculino  □ femenino  □ Sí, Yo certifico que soy residente legal del estado de CT y que tengo el requisito de 12 meses de residencia  
□ No, no soy residente del estado de CT. Estado de residencia legal: ________________________________  
Eres ciudadano de los Estados Unidos: □ Sí  □ No  
Si no es ciudadano, es usted residente permanente legal o tienes la tarjeta verde? □ Yes  □ No  
Por favor provea información sobre su grupo étnico y raza. Esta información es requerida de manera voluntaria por el Departamento de Educación de los Estados Unidos. Centro estadístico de Educación. Su respuesta no afectará su registración o matrícula.  
Etnia: □ Hispano/Latino  □ No Hispánico/No Latino  □ Escojo no responder  
Raza: □ Blanca  □ BAfricano Americano  □ Nativo Americano/Nativo de Alaska  □ Nativo Hawaiano/ Oriundo de otra isla del Pacífico  
□ Otro  □ Escojo no responder  

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Firma: ____________________________________________ Total: ________________  

Nota: Los estudiantes que aplican para la beca de SNAP deben indicar sus tres primeras elecciones en este formulario  

Pago  
□ Visa  □ Mastercard  □ Cheque (Hágalo a nombre de Capital Community College, o CCC No envié dinero en efectivo por correo)  
Número de Tarjeta de Crédito: _____________________________________________ CVC Código de Seguridad: _____________________________________________  
(Los últimos tres dígitos que se encuentran en el área de la firma de su tarjeta de crédito)  
Nombre que aparece en la tarjeta de Crédito: _____________________________________________ Fecha de caducidad: _____________________________________________  
Dirección del dueño de la tarjeta de crédito (Requerido): _____________________________________________  
Firma del dueño de la tarjeta de crédito: _____________________________________________
Step into Nostalgia

Capital Community College is located in the G. Fox & Co. Building, known for its architecture and downtown Hartford history. This retail establishment, founded in 1847 by Gershon Fox, grew to become the city’s largest department store in the 20th century. Gershon’s son, Moses, hired noted New York architect, Cass Gilbert to rebuild the store on a grand scale after a devastating fire. The 11-story, steel frame and masonry structure on Main Street was completed in 1918. Ornate architectural features of this Neo-Classical Revival style building include monumental Corinthian order marble columns and pilasters.
Quality Matters
We believe lifelong learning is the key to personal and professional growth, as well as your success. Your satisfaction with the learning opportunities we offer is important to us. If you have questions or concerns, please call our Workforce & Continuing Education Customer Service Center at (860) 906-5130.

Course Content
The material presented in each course is for information only and does not reflect the opinion of the College. The College assumes no responsibility for how the material presented is used outside of this course.

Minimum Enrollment
Continuing Education programs are self-supporting. All courses are operated on an instruction-fees supported basis. Classes with insufficient enrollment may need to be cancelled. We will notify you via phone if a class is cancelled. See refund policy below.

Payment Policy
Please make payments to the College on the day you register. Payment options include cash, check, money order, MasterCard, Visa, or Discover Card. A check or money order should be made payable to CCC. Students owing the College money, library books or fines will not be allowed to register until all debts are settled. Registration is not final until payment is made in full or other satisfactory payment arrangements have been made. Any student paying with a check, which is not honored by a banking institution, will be obligated to pay a returned check fee of $25. The student will be given 10 calendar days to make restitution with cash or a bank money order or the student will be deregistered and not permitted to return to class.

Late Registration
Late registration will be accepted on a space-available basis by permission of instructor only.

Refund Policy for Non-Credit Courses
The College reserves the right to cancel courses with insufficient enrollment. If a course you have registered for is cancelled, you will be notified by phone. You will have the option of receiving a full refund of fees or applying your course fee to another non-credit course in the same semester. Refunds can take between 4 to 6 weeks. No refunds are issued for non-credit courses unless you withdraw three (3) business days before the first class meeting, in writing or in person, to the School of Workforce & Continuing Education, 3rd Floor, 950 Main Street, Hartford, CT 06103.

If you register for a course, you are responsible for payment whether or not you attend. Please do not assume you will be deregistered for a course if you do not pay.

Campus Bookstore
Textbooks, reference books and other school supplies are available in the Follett Bookstore located on the 7th floor at 950 Main Street. The bookstore also features electronic connectors and chargers, Capital-branded apparel and gifts, and snacks. Normal bookstore operating hours are Monday 9 a.m. to 6 p.m., Tuesday-Thursday 9 a.m. to 4 p.m., and Friday 9 a.m. to 1 p.m. You can reach the bookstore at (860) 525-5956 or http://cctc.bkstr.com/

Arthur C. Banks, Jr. Library
Located on the 5th floor, the library provides a wide range of services and resources to students, faculty and staff. You will have access to a coin-operated copier, computers, TV/DVD units and an expansive collection of books and research databases. You can reach the library at (860) 906-5020 or www.capitalcc.edu/library

Café & Vending Machines
You can find the Campus Café and vending machines, featuring drinks and snacks, on the 7th floor. The Café features an array of options, including fruit, yogurt, cereal, sandwiches, pizza, warm pretzels, beef patties, snacks and drinks. Hours are posted outside the Café.
Parking for Non-Credit Students
Parking is available at no cost in the Morgan Street Garage to our students. Please pull a ticket and bring it to class for validation. The validated ticket can be used to exit the garage when handed to the attendant on duty.

Directions to Parking Garage
Capital Community College is located at 950 Main Street, Hartford. The Morgan Street Parking Garage is located behind the school at 155 Morgan Street. Look for the green glass windows.

From Interstate 91 North or South
Take Exit 32B (Trumbull St.). At bottom of ramp, turn left onto Market St. Take third left onto Talcott St., then first left into the Morgan Street Garage entrance.

From Interstate 84 East
(from West Hartford, Farmington, etc.)
Take Exit 50 (Main St.). At third traffic light, turn right onto Market St. Take first left onto Talcott St., then first left into the Morgan Street Garage entrance.

From Interstate 84 West
(from East Hartford, Manchester, Route 2)
Take Exit 50 (Main St.). At bottom of ramp, turn left onto Market St. Take second left onto Talcott St., then first left into the Morgan Street Garage entrance.

Guest/Visitor Parking
Guests and visitors will be validated with prior authorization for parking in the Morgan Street Garage. Please note if you park in the Morgan Street Garage without a college-authorized access ticket, it will be at your own expense.

Parking Access Card
Registered students may be eligible for a free parking access card for the Morgan Street Garage. Students need to obtain an application from the Morgan Street Garage located on the corner of Market and Talcott Streets. Please refer to the student handbook for further information on parking regulations. You may obtain a handbook from the 2nd floor Welcome Center or Office of the Dean of Student Services. If your parking access card does not work, pull a ticket and bring it with your parking access card to the Main Lobby in the College at 950 Main Street for validation.

Motorcycle Policy
The Hartford Parking Authority DOES NOT PERMIT motorcycles to be housed at the Morgan Street Garage. Motorcycles can be parked in the Columbus Boulevard lot.

Student Conduct Code
The purpose of the Student Conduct Code is to maintain the general welfare of the College. The College strives to make the campus a place of study and work where people are treated, and treat one another, with respect and courtesy. The College views the student conduct process as a learning experience that can result in growth and personal understanding of one’s responsibilities and privileges within both the university community and the greater community. All students must follow these standards. These procedures are designed to provide fairness to all who are involved in the conduct process. Please refer to the student handbook for the full student conduct policy. This handbook is available at the Welcome Center on the 2nd floor.

Special Needs
Students who have special needs or who are disabled must self-identify and provide documentation of their specific disability to a counselor. This must be done at least sixty (60) days prior to the start of the course. This will allow the College to make an effort to accommodate special needs students. Please call the Student Disability Coordinator at (860) 906-5042 for additional information and assistance.
Veterans
The federal government offers a wide variety of services to veterans through the Department of Veterans Affairs. The College is approved for training of veterans’ education benefits by the Board of Regents of the Connecticut Colleges & Universities system. Please contact Margaret Abraham, Veterans Coordinator, at (860) 906-5044, Room 208, for more information.

Nondiscriminatory Policy
The Connecticut State Colleges and Universities System, under the Board of Regents for Higher Education, will not discriminate against any person on the grounds of race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disorder, marital status, genetic information, mental retardation, sexual orientation, learning disability or physical disability, including, but not limited to, blindness or prior conviction of crime, unless the provisions of Section 46a-60(b), 46a-80(b) or 46a-81(b) of the Connecticut General Statues are controlling, or there is a bona fide occupational qualification excluding persons in one of the above protected groups.

With respect to the foregoing, discrimination on the basis of sex shall include sexual harassment as defined in section 46a-60(8) of the Connecticut General Statutes. Although it is recognized that there are bona fide occupational qualifications, which provide for exception from employment prohibitions, it is understood that these exceptions are to be applied pursuant to Section 46a-68-33 of the administrative regulations. Further, the system will not discriminate against any person on grounds of political beliefs or veteran status. Inquiries regarding this policy should be directed to Henry Burgos, Director of Human Resources, at (860) 906-5007.

Statement of Change
The text of this document does not constitute a contract. The College reserves the right to make changes in the information presented.

Emergency Closings
In the event of severe weather, power failure or any other extreme or unusual circumstances, the College provides the following television and radio stations with closing/delayed opening information:

- WFSB-TV – Channel 3
- WVIT-TV NBC Connecticut
- WTIC (1080 AM & 96.5 FM)
- WRCH (Lite 100.5 FM)
- WZMX (Hot 93.7 FM)
- WDRC (1360 AM & 102.9 FM)

Emergency information will also be available at (860) 906-5000 and www.capitalcc.edu. Except under rapidly changing conditions, information on the status of day classes will be available by 6 a.m. and for evening classes by 3:30 p.m.
Dean, Workforce & Continuing Education
Linda Guzzo, Ed.D.
(860) 906-5131
lguzzo@capitalcc.edu

Workforce & Continuing Education Customer Service Center
Damaris Torres
(860) 906-5130
dtorres@capitalcc.edu

Elaine Carlson
(860) 906-5131
ecarls@capitalcc.edu

Nurse Aide & Allied Health
Ruth Krems
(860) 906-5142
rkrems@capitalcc.edu

Professional Development Center/Multicultural Learning Center
Jennifer Kriksciun
(860) 906-5138
jkriksciun@capitalcc.edu

SNAP-ET Program
Nurith Vidal
(860) 906-5029
nvidal@capitalcc.edu

Thu Nguyen
(860) 906-5036
tnguyen@capitalcc.edu

Non-Credit Programs/Capital Arts & Music Center
Odile Dilone
(860) 906-5141
odilone@capitalcc.edu

Non-Credit Programs
Andrea Baylock
(860) 906-5028
abaylock@capitalcc.edu

Northeast Resiliency Consortium/Workforce Development Program
Jo-Anne Leventhal
(860) 906-5143
jleventhal@capitalcc.edu

Vivian McGuinness
(860) 906-5281
vmcguinness@capitalcc.edu

Capital Crossroads for Careers (C3)
Billie Augustin
(860) 906-5038
baugustin@capitalcc.edu

Transition to College
Gretchen Johnson
(860) 906-5028
gjohnson1@capitalcc.edu

Weekend Programs
Nancy Caddigan
(860) 906-5138
ncaddigan@capitalcc.edu

Marketing/Business Outreach
Kim Pita
(860) 906-5324
kpita@capitalcc.edu

Institutional Advancement
John McNamara
(860) 906-5102
jmcnamara@capitalcc.edu

IMPORTANT NUMBERS
EMERGENCY/PUBLIC SAFETY
(860) 906-5075 or ** on any CCC phone

Main College Number
(860) 906-5000 or 1 (800) 894-6126 (toll free)

Continuing Education Customer Service Center
(860) 906-5130

Academic Media Technology/Online Course Support
(860) 906-5030

Academic Success Center/Tutoring
(860) 906-5200

Admissions/Enrollment Services/Registrar
(860) 906-5200

Bookstore
(860) 525-5956

Career Center
(860) 906-5108

Cashier/Bursar’s Office
(860) 906-5061

Counseling
(860) 906-5040

Disabilities Counselor
(860) 906-5042

English-as-a-Second Language (ESL)
(860) 906-5203

Financial Aid
(860) 906-5090

Library
(860) 906-5020

Transcript Requests
(860) 906-5140
Capital Crossroads to Careers can help get you there!

Capital Crossroads to Careers (C3) is an innovative partnership between Capital Community College, Travelers and UnitedHealthcare designed to expose students to corporate careers during their college experience.

As a C3 student, you will receive tuition assistance to complete your associate degree while participating in sought-after paid internships. You will be provided with leadership opportunities, work experience in a real world setting, guidance from a corporate mentor and faculty advisor, and exposure to at least one of the following areas of study:

• Accounting
• Computer and Information Systems
• Management
• Insurance and Financial Services
• General studies
• Arts and Sciences

How can you qualify?
• A GPA of 3.0 or higher at Capital Community College
• Successful completion of at least 15 credits (including ENG 101, MAT 137, CSA 105) by the beginning of the program
• Intend to graduate from CCC within 3 years and go on to a 4-year degree program
• Enrollment in a degree program in one of the six study areas listed above
• Must be eligible to work in the U.S.

This is an opportunity like no other for Capital students. Consider getting involved today. Connect with C3 Program Coordinator Billie Augustin to learn more at (860) 906-5038 or baugustin@capitalcc.edu